Page Denied

17 October 1986

NOTE TO: DDA

FROM:

D/OTE

SUBJECT: Draft Employee Bulletins

Attached are two <u>draft</u> Employee Bulletins on Officer-in-Residence and Full-time Academic Sponsorship.

--we need to talk more about implementation; funding, selection process.

--we have kept such issues vague in notices.

--I would like to see us do an Agency <u>plan</u> for the future in terms of retraining needs. Thus, I could foresee something like this (strictly illustrative):

Five Year Plan

budget experts	5 per year x 5 years = 25
artificial intelligence	5 per year x 5 years = 25
demographers	1 per year x 5 years = 5
Iranian experts	3 per year x 5 years = 15
Arabists	5 per year x 5 years = 25
etc	
etc	
etc	

I intend to work this via the Training Steering Committee, DDCI, or whoever. But, solicitation of interest from the troops, need <u>not</u> wait.

--Incidentally, the People Investment Program we have just started in OTE, has brought forward two good candidates for full-time training, in January.

Attachments

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17 October 1986

NOTE TO: DDA

25X1   FROM:

D/OTE

SUBJECT: Management Training

--For the first time in CIA history, Agency leadership has decided that it owes to its new managers some idea of what it expects of them. For the first time, it has mandated management training for all new supervisors.

--This was decided--independent of each other--by the DDCI, the ExDir and the Training Steering Committee, last week (see attachments).
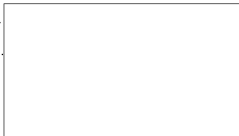
25X1   --Implementation will be very difficult. Not as difficult as getting this far.

Attachments

Downgrade to Unclassified
When Separated from last
Attachment

MANAGING IN CIA

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1. This is a good program. The two 3 day courses should be mandatory for every new supervisor/manager. Regardless of grade, anyone assuming a supervisory position for the 1st time, must take these courses.

2. Fall '81 is far too slow in preparing the basic program for do use overseas! It should be ready by March at the latest.

3. Quality people as instructors (they obviously need not be full-time) is imperative, as is Directorate level support. Let me know if you need help in either case.

4. Any other help you need, let me know.

A Training Program for

Agency Management Development

September 1986

OTE

CONFIDENTIAL

MEMORANDUM FOR THE RECORD

SUBJECT: Decisions Taken at the 8 October Training Steering
             Committee Meeting on the "Managing in CIA" Program

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1.   On 8 October 1986 the Training Steering Committee (TSC)
[   ] D/OTE; John Helgerson, ADDI; Jim Hirsch, ADDS&T;
Hank Mahoney, ADDA; and [   ] ADDO) met on the "Managing in
CIA" Program Plan prepared by OTE. The Committee heard a general
overview of the program and discussed several key issues.

2.   The Committee took the following decisions:

-- It is expected that all new GS 11-15 first line supervisors
   will take the two basic management courses ("Managing in CIA"
   and "Leading People in CIA").

-- It endorsed the general content, values and design of two
   basic management courses.

-- It endorsed the pilot runnings and commited the directorates
   to send students. OTE will evaluate the pilots and report
   the results to the TSC members.

-- OTE will continually monitor the quality of the program and
   will evaluate its overall effectiveness after approximately
   six months of expereince with it.

-- OTE will prepare a version of the courses to be conducted
   overseas early in 1987.

-- OTE will seek to prepare a version of the mandatory courses
   for running overseas as early in 1987 as practical.

-- OTE will address the need to provide feedback on a student's
   performance to his/her supervisor.

3.   These decisions were in accord with reactions to the program
by the DDCI and Executive Director. Their comments on the program
are attached.

4.   The committee members indicated their interest in obtaining
a projection of the classroom time required of DCI area and
Directorate executives and managers who will assist in the two
courses. In FY 87 this will total about 100 hours each from the DO,
DS&T, and DI; it will involve about twice the time of DA managers
since there is a need to draw on the people and compliance expertise
in OS, OF, OP, and OMS. The time requirements are detailed in the
annex.

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